

DATE: 05/16/2012

TO: City Clerk

FROM: Representative Emma Acosta

ADDRESS: 2 Civic Center Plaza, El Paso, Texas 79901 TELEPHONE (915) 541-4515

Please place the following item on the (Check one): CONSENT XXX REGULAR _____

Agenda for the Council Meeting of May 22, 2012

Appointment of Jane Jones to the Fair Housing Task Force by Representative Emma Acosta,
Item should read as follows: District 3.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Fair Housing Task Force

NOMINATED BY: Representative Emma Acosta DISTRICT: 3

NAME OF APPOINTEE Jane Jones
(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: _____ NO x

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Vacant

EXPIRATION DATE OF INCUMBENT: 04/27/2012

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: _____
RESIGNED _____
REMOVED _____

DATE OF APPOINTMENT: 05/22/2012

TERM BEGINS ON : 04/28/2012

EXPIRATION DATE OF NEW APPOINTEE: 04/27/2014

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: x

2nd TERM: _____

UNEXPIRED TERM: _____

JANE JONES

OBJECTIVE

Seeking a position on the Fair Housing Task Force where I can use my knowledge and experience to advocate for people with disabilities within the City of El Paso on fair housing issues.

EDUCATION

Master of Science – Rehabilitation Services
Bachelor of Science – Rehabilitation Studies

University of North Texas
University of North Texas

Denton, TX
Denton, TX

SUMMARY OF QUALIFICATIONS

- **Certified Rehabilitation Counselor (Certificate No. 00048012).**
- 9 ½ years in-depth experience advocating for people with disabilities on various issues including transportation, employment, and housing.
- Over 10 years experience promoting disability awareness and sensitivity to the general public.
- Working knowledge of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- A results-oriented team player with strong interpersonal, analytical and problem-solving skills.
- Bilingual: English/Spanish

RELEVANT SKILLS & EXPERIENCE

Social Services Administration

Advocacy Coordinator

- Conduct intakes with eligible consumers with disabilities seeking advocacy services regarding employment, education, and housing issues.
- Document and maintain case files.
- Advocate for the rights of people with disabilities.
- Conduct individual and systems advocacy.
- Create and implement a Disability Sensitivity and Etiquette training program for community agencies.
- Assist other coordinators within the Volar Center for Independent Living office in conducting training for specific purposes.

Transportation Coordinator

- Conduct intakes with eligible consumers with disabilities requesting transportation services from Sun Metro Lift, and Project Amistad/New Freedom Program.
- Document and maintain case files.
- Facilitate the processing of applications for consumers with disabilities requesting transportation services from Sun Metro Lift, and Amistad/New Freedom Program.
- Coordinate and provide fixed route training for consumers with disabilities.
- Serve as the primary contact with relevant state, city and county agencies regarding transportation services.
- Advocate for Volar's consumers regarding transportation issues/concerns.

Higher Education Administration

Interim Director

- Responsible for the overall office management and administration of operations.
- Ensured compliance with Sec. 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- Oversaw the delivery of academic support services by staff as mandated by federal laws.
- Initiated and implemented new documentation guidelines.
- Initiated, streamlined and implemented new documentation review process.

Assistant Director

- Supervised entire office operation in absence of the Director.
- Assisted the Director with evaluations for professional staff, classified staff, and student workers.
- Ensured compliance with Sec. 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- Supervised and mentored practicum and intern students (undergraduate and graduate).

Jones, Jane

Case Management

- Evaluated disability-related documentation for service eligibility.
- Conducted intake interviews with eligible students.
- Provided support through one-on-one counseling with students and their families, advocacy, and other case management services (referrals, mediation, etc.).

Communication

- Collaborated with other student services offices, faculty and administrators in the planning and delivery of mandated support services for students with disabilities.
- Served as a primary university contact with relevant state and federal agencies, ADA coordinators at colleague institutions and associations, and high school transition counselors.
- Consulted with architects, departmental directors and building representatives regarding campus accessibility.
- Designed and participated in the development of presentations, orientations, and workshops for students, faculty and staff on the provision of equal opportunity for people with disabilities.

EMPLOYMENT HISTORY

Volar Center for Independent Living

Transportation Coordinator

Volar Center for Independent Living

Advocacy Coordinator

University of Nevada- Las Vegas

Assistant Director

Interim Director

Assistant Director

University of North Texas

Assistant Director

Interim Director

Assistant Director

Internship and Practicum

Graduate Student

Employment Specialist

Practicum

Undergraduate Student

Disability Resource Center

Disability Resource Center

Disability Resource Center

Office of Disability Accommodations

Office of Disability Accommodations

Office of Disability Accommodations

Office of Disability Accommodations

Major: Rehabilitation Counseling

ENCORE/Projects with Industry

ENCORE/Projects with Industry

Major: Rehabilitation Studies

Minor: Psychology

El Paso, TX

2010-Present

El Paso, TX

2009-Present

Las Vegas, NV

2006-2008

2005-2006

2005-2005

Denton, TX

2004-2004

2004-2004

1999-2004

1997-1999

1997-1999

1996-1997

1995-1997

1995-1997